

CITY OF COVINA  
LIST OF CORRECTIONS  
FILE NUMBER SPR 07-134

OCTOBER 30, 2007

CITY OF COVINA  
CORRECTIONS FOR  
SITE PLAN REVIEW APPLICATION 07-134  
AS IDENTIFIED BY THE PLANNING DIVISION  
ON OCTOBER 30, 2007

*J. Williams*  
*Nov. 5, 2007*  
*125 So. Citrus Ave*

This Site Plan Review application for a sign program for an existing commercial building upon property located at 125 South Citrus Avenue in Covina, subject to the corrections listed below.

1.0 GENERAL REQUIREMENTS

- 1.1 Please add the following conditions per Section 17.74.050 of the Covina Municipal Code:
  - a. Submit three (3) copies of a sign drawing that includes dimensions and is drawn to scale. Please note the colors proposed and proposed location of the sign structure on subject property;
  - b. All signs, together with all supports, braces, anchors, etc., shall be kept in continual repair, including, the replacement of defective parts, repainting, cleaning and otherwise in a presentable condition;
  - c. All signs or sign structure requiring utilities service shall be served by underground utilities only;
  - d. All lighted signs should have diffused or indirect lighting and have a maximum power of 15 watts per square foot at the sign face.
- 1.2 The applicant shall obtain an approved sign permit per Section 17.74.030 of the Covina Municipal Code prior to installing any new signage.
- 1.3 The project is categorically exempt pursuant to the California Environmental Quality Act (CEQA). If a Notice of Exemption is filed with the City, then the period during which legal challenges can be filed based upon violations of CEQA is reduced from 180 days to 30 days. To file the Notice of Exemption, please contact the Planning Division.
- 1.4 Ordinance requirements not herein listed are still applicable.
- 1.5 The applicant shall comply with the attached comments and notations from the Covina Building Division.

**OCTOBER 30, 2007**

- 1.6 Please schedule an appointment with the Planning Division prior to resubmitting any revised plans. A minimum of three sets of drawings are required.**

If you have further questions, please contact the Planning Division at (626) 858-7231.

Sincerely,

A handwritten signature in cursive script that reads "Shelby Williams".

Shelby Williams, Acting Senior Planner



# CITY OF COVINA

To: Planning Division

From: Flent Mc Clain, Building and Code Enforcement Coordinator /*FL*

Date: October 25, 2007

Subject: SPR 07-134

**Project Address: 125 South Citrus Avenue**

After you have successfully completed the Planning Division's Site Plan Review process your plans should be ready for submitting to the Building Division for review of State and local Building Code requirements. Please submit the following:

- ◆ Please submit two sets of complete plans; two sets shall be "**stamped approved**" by the Covina Planning Division Please detail the type, gauge, and dimensions of the raceway attachment to supporting walls. All wall, and/or parapet penetrations must be sealed with an approved material to prevent water intrusion and must be fire rated when passing into or through a rated system. What is the ampacity of the electrical supply circuit to this signage? If applicable, where are the weep holes in the box letters?
- ◆ Two sets of any structural shall be submitted with the above mentioned plans. All calculations must bear an original signature from the documented author/designer.
- ◆ Demolition and renovations activities require an asbestos containing materials (ACM) survey. (SCAQMD RULE 1403) **The ACM report shall be prepared by an accredited testing laboratory in accordance with SCAQMD rules and regulations.** Proof of notification to the South Coast Air Quality Management District (SCAQMD), Office of Operations, shall be submitted to the Building Division with your permit application for all renovations and demolition activities. Contact the SCAQMD at the address or number below for more information.  
**SCAQMD Headquarters; 21865 Copley Drive, Diamond Bar, CA, (909) 396-2381**
- ◆ Construction activity is prohibited between the hours of 8:00pm and 7:00am and on Sundays and Holidays unless otherwise permitted by the City.
- ◆ The Building Division plan check process may address additional concerns.

**Business Building**  
**Sign Program**  
125 S. Citrus Ave., Covina, California

This criteria has been established for the purpose of creating aesthetic uniform graphic standards essential in maintaining a visually coordinated, balanced and appealing signage environment.

For the mutual benefit of all tenants, conformance will be strictly enforced, and any installed non-conforming or unapproved signs must be brought into conformance at the expense of the tenant.

The owner/tenant shall approve all copy prior to the fabrication of the sign.

**A. Required Submittals**

1. After receiving approval of the concept design by the landlord, Tenant's sign contractor shall prepare and submit to landlord the following:
  - A) A set of complete and fully dimensional shop drawings for Tenant's sign ("Shop Drawings"), based on the approved concept design, including material and color references.
  - B) A colored elevation drawing of the proposed signage.

The above drawings can be sent by mail or electronically.

2. Landlord or landlord's designated company shall review and provide Tenant with approval or Disapproval.
3. If Landlord disapproves or conditionally approves the Shop Drawings submitted, Landlord shall note on a set of the Shop Drawings or separately the reasons for such disapproval or conditional approval, and thereafter Landlord, Tenant and Tenant's Sign Contractor shall consult as necessary to achieve approvable Shop Drawings consistent with the approved concept design and this Criteria.
4. Sign permits are required for all new signs and/or modification of any existing signs. All signage must be approved by the Landlord prior to submitting to the City of Covina Planning Division to

obtain approved sign permit(s). All appropriate permit(s) shall be obtained by a licensed Sign Contractor.

B. Design Guidelines

1. Business names shall consist of internally illuminated channel letters. Letters shall be industry standard acrylic or acrylic with translucent vinyl overlays.
2. Logos shall consist of internally illuminated channel sections with translucent and/or opaque vinyl graphics.
3. Exterior of letters to be coated in a color submitted to and approved by landlord, interior of letters to be coated white.
4. Sign copy shall consist of business name and optional secondary copy. Logos and tag line copy are acceptable when used in conjunction with tenant's name.
5. Overall sign height shall not exceed 20". The maximum sign length shall not exceed 80% of the leasehold width. The overall sign area may not exceed 15% of the area of the first story height of the building which is calculated at 16'.
6. Sign colors to be submitted and reviewed by Landlord. No sign shall consist of more than four colors, with the exception of Registered Trade Marks.
7. Typestyles. A variety of typestyles and logo images will be implemented in order to add a distinct flavor to each tenant sign. Recognized logos and logotypes will be allowed.

C. General Provisions and Construction Requirements

1. Notwithstanding the maximum square footage specified for copy area allowances, signs and typography in all cases shall appear balanced and in scale within the context of the sign space and the building as a whole. All signs shall fit comfortably into designated spaces, leaving sufficient margins and negative space on all sides. Thickness, height and color of sign lettering shall be visually balanced and in proportion to other signs on

the building.

2. All sign fabrication work shall be of excellent quality. All logo Images and typestyles shall be accurately reproduced. Landlord reserves the right to reject any work deemed to be below standard.
3. Signs must be made of durable rust-inhibiting materials that are appropriate and complimentary to the building.
4. Channel letters and logo sections to have a depth return of 5"
5. All letters and sections to be mounted to raceways that are texture and color coated to match the building. The raceways shall be less than half the height of the letters.
6. Electrical components must match the exact specifications of the approved design.
7. Surface brightness of all illuminated materials shall be consistent in all letters and components of the sign lighting at 30 milliamps. LED (Low Voltage Systems) are also permitted.
8. All signage to be wired with high grade sleeved G.T.O. and have U.L. approved electro-bits if neon is used.
9. No exposed conduit or crossovers will be allowed.
10. Underwriter's Laboratory approved labels shall be affixed to all electrical fixtures. Fabrication and installation of electrical signs shall comply with all national and local building and electrical codes.
11. Penetrations into building walls, where required, shall be made waterproof.
12. The building signage should be an integrated architectural feature of the building's exterior. All raceways must be texture and color coated to match the building facia.

### **PROHIBITED SIGNS**

Paper, cardboard or Styrofoam signs, stickers or decals

Exposed fastenings

Animated signs or other moving sign components

Roof mounted signs

Advertising devices such as attraction boards, posters, banners, flags and balloons without landlord approval

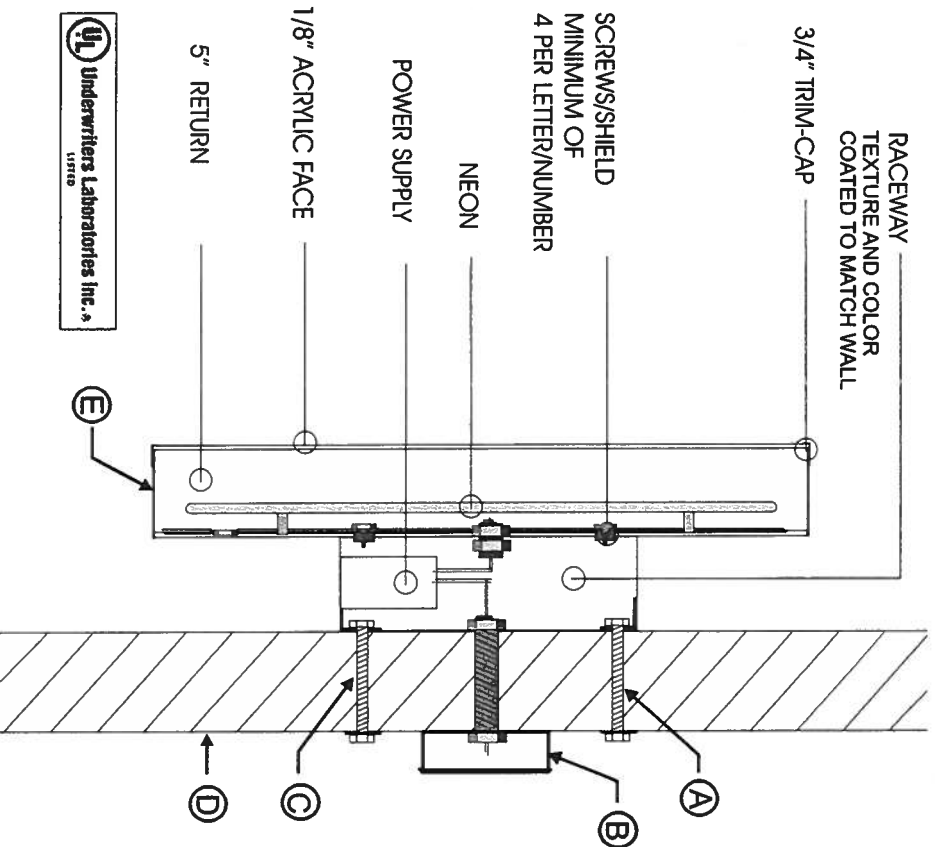
Any sign form not specifically allowed by this criteria

Any sign not allowed by the City of Covina

APPROVED SIGN VENDOR



909.923.3034 OFFICE  
909.923.3043 FAX  
sales@eaglesigns.net

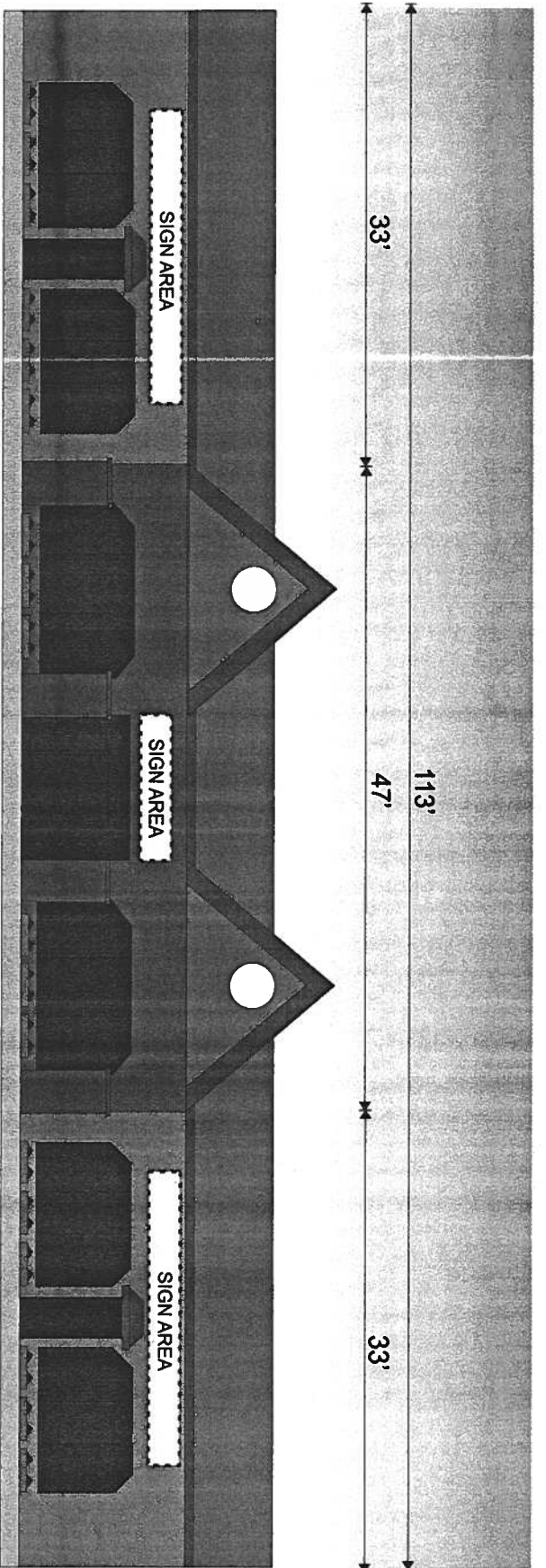


#### DETAILS:

1. Each letter constructed from .040 & .060 pre-coated aluminum.
2. Letters and logos illuminated with 15 millimeter neon tubing burning @30 milliamps. Signage can also be illuminated with LED "low voltage systems".
3. Faces cut from 1/8" acrylic plexiglas retained by 3/4" trim-cap
4. Letters mounted with minimum 4 screws per letter to raceway. Raceways to be through bolted to wall.
5. All electrical connections to be made with water tight connectors, ie. U.L. approved "Electro-bits" and high grade sleeved G.I.O.
6. Sign system to be connected to an approved electrical sign circuit within 10 unobstructable feet of channels at
  - A 1/2" allthread thru bolts with lock washers
  - B Junction box with 120vlt. 20amp designated line for sign
  - C 1/2" allthread thru bolts with lock washers
  - D Wood Stud wall with stucco finish
  - E 1/4" drain holes



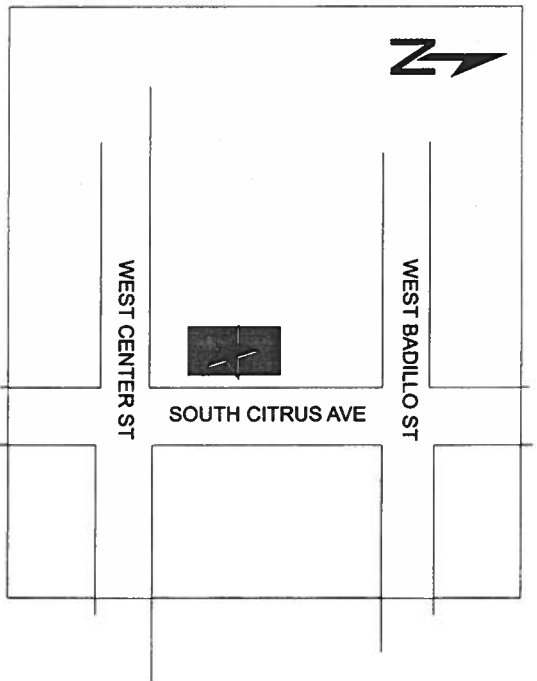




4 FT 0 IN

113 FT BUILDING

BUILDING FACING EAST



SATELLITE PHOTO



## The 345 Building SIGN PROGRAM

This criterion has been established for the purpose of creating aesthetic uniform graphic standards essential in maintaining a visually coordinated, balanced and appealing signage environment.

For the mutual benefit of all tenants, conformance will be strictly enforced, and any installed non-conforming or unapproved signs must be brought into conformance at the expense of the tenant.

The owner/tenant shall approve all copy prior to the fabrication of the sign.

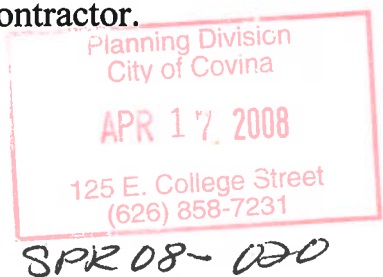
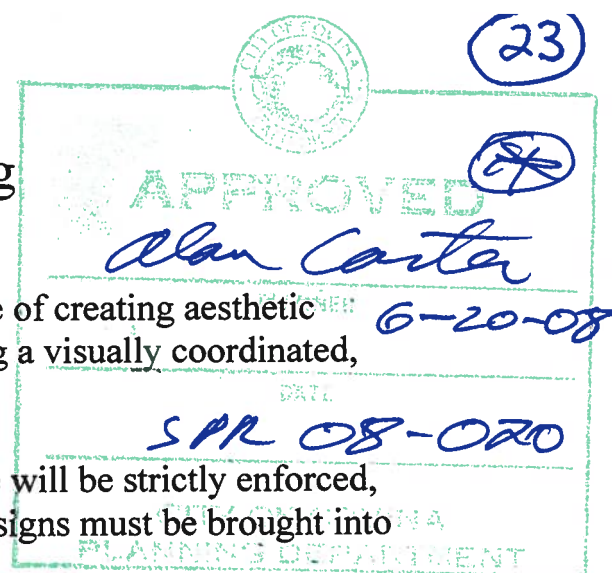
### A. Required Submittals

1. After receiving approval of the concept design by the landlord, Tenant's sign contractor shall prepare and submit to landlord the following:
  - A) A set of complete and fully dimensional shop drawings for Tenant's sign ("Shop Drawings"), based on the approved concept design, including material and color references.
  - B) A colored elevation drawing of the proposed signage.

The above drawings can be sent by mail or electronically.

2. Landlord or landlords designated company shall review and provide Tenant with approval or Disapproval.
3. If Landlord disapproves or conditionally approves the Shop Drawings submitted, Landlord shall note on a set of the Shop Drawings or separately the reasons for such disapproval or conditional approval, and thereafter Landlord, Tenant and Tenant's Sign Contractor shall consult as necessary to achieve approvable Shop Drawings consistent with the approved concept design and this Criteria.
4. All appropriate permits shall be obtained by the Sign Contractor.

\* Sign program addressed herein plus all associated conditions of approval (at end).



B. Design Guidelines for the Southeast Elevation

1. Business name shall consist of internally illuminated channel Letters, mounted on raceways, coated to match the building facia. Letters shall be industry standard acrylic or acrylic with translucent vinyl overlays.
2. Logos and tag lines shall consist of internally illuminated channel sections with translucent or opaque vinyl graphics.
3. Exterior of letters to be coated in a color submitted to and approved by landlord, interior of letters to be coated white.
4. Sign copy shall consist of business name and optional secondary copy. Logos are acceptable when used in conjunction with tenant name, as long as the logo symbol comprises not more than 40% of the total sign area.
5. Letters shall not exceed 18" in height for a single line and 16" for a double line. Letters shall not be less than 12" in height. Logos shall not exceed 24" in height. Tag lines shall not exceed 10" in height. The maximum sign length shall not exceed 75% of the leasehold width. If design includes multiple lines of copy, the overall height of the sign shall not exceed 36".
6. Sign colors to be submitted and reviewed by Landlord.
7. Typestyles. A variety of typestyles and logo images will be implemented in order to add a distinct flavor to tenant sign. Recognized logos and logotypes will be allowed.

C. Design Guidelines for South Elevation

1. Each tenant will be allowed one internally illuminated sign cabinet. Returns and retainers are to be color coated to match the building facia. Cabinets are to be 30" in height and no longer than 6' in length. Illumination is to be with high output lamps and components. Each sign is to be U.L. approved and labeled. Faces are to be CNC routed aluminum, stipple and color coated to match the building facia. Faces are to be backed with acrylic Plexiglas. Colors to be approved by Landlord.

D. General Provisions and Construction Requirements

1. Notwithstanding the maximum square footage specified for copy area allowances, signs and typography in all cases shall appear balanced and in scale within the context of the sign space and the building as a whole. All signs shall fit comfortably into designated spaces, leaving sufficient margins and negative space on all sides. Thickness, height and color of sign lettering shall be visually balanced and in proportion to other signs on the building.
2. All sign fabrication work shall be of excellent quality. All logo Images and typestyles shall be accurately reproduced. Landlord reserves the right to reject any work deemed to be below standard.
3. Signs must be made of durable rust-inhibiting materials that are Appropriate and complimentary to the building.
4. Channel letters and logo sections to have a depth return of 5"
5. Electrical components must match the exact specifications of The approved design.
6. Surface brightness of all illuminated materials shall be Consistant in all letters and components of the sign lighting At 30 milliamps. LED (Low Voltage Systems) are also permitted.
7. All signage to be wired with high grade sleeved G.T.O. and have U.L. approved electro-bits if neon is used. All letters to be mounted on raceways coated to compliment wall color.
8. No exposed conduit or crossovers will be allowed.
9. Underwriter's Laboratory approved labels shall be affixed to all electrical fixtures. Fabrication and installation of electrical

signs shall comply with all national and local building and electrical codes.

10. Penetrations into building walls, where required, shall be made waterproof.

**PROHIBITED SIGNS**

Paper, cardboard or Styrofoam signs, stickers or decals

Exposed fastenings

Animated signs or other moving sign components

Roof mounted signs

Advertising devices such as attraction boards, posters, banners, flags and

Balloons without landlord approval

Any sign form not specifically allowed by this criteria

Any sign not allowed by the City of Covina